

ENCLOSURE B

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PROPOSED O.R.E. INSTRUCTION

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DA QA/QC:
01/31/01. SY

SUBJECT: Evaluation of CIG Reports of Intelligence Information

Reference (a): CIG Memorandum No. 31, dated 22 May 1947

Reference (b): CIG Administrative Order No. , entitled "Procedure for Evaluation of CIG Reports of Intelligence Information".

Enclosure (A): Sample "Grading Sheet"

Enclosure (B): Sample "Consolidated Grading Sheet"

1. ORE Instruction No. 26-47 is cancelled effective 1 August 1947.

2. Reference (a) contains instructions for the preparation of reports of intelligence information and requires the use of Form 51-4 for this purpose. Reference (b) contains general instructions relating to the grading and evaluation of reports of intelligence information collected by CIG agencies and sets forth a procedure for handling these reports to effect this result. This procedure requires the Originator of the report of intelligence information (OO, CSO or other CIG subdivisions) to forward to ORE an advance copy of the report marked "Draft" and requires ORE on the basis of this "Draft" report to expeditiously complete a "Grading Sheet" on the report, returning each Grading Sheet to the Originator as quickly as practicable.

3. As pointed out by Reference (b) all of the Offices of Central Intelligence are involved in handling this matter. The

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functions of these Offices in this connection may be summarized as follows:

(a) OO and OSO and rarely some other subdivision of Central Intelligence collect the information, grade it as to reliability of source and the source's estimate of its worth. These Offices then forward the information to ORE in the form of a "Draft" report as noted in paragraph 2.

(b) ORE is charged with the duty of giving a considered opinion of the intelligence value of the information to be used as the "CIG Evaluation of Content". ORE is also charged with the additional duty of giving the CIG intelligence information collecting offices additional data as to grading and evaluation to assist them to improve the quality of the information collected by them.

(c) OCD is charged with the duty of disseminating the finished reports of intelligence information to appropriate Government departments and other authorized agencies.

4. In order better to fulfill the ORE duty outlined above, all reports of intelligence information furnished by CIG agencies will be handled, graded and evaluated, in accordance with the following procedure:

(a) Upon receipt by the ORE Message Center from any CIG Office or other CIG subdivision of a "Draft" report of intelligence information, the Message Center will promptly route it to the Branch or Staff having primary cognizance.

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(b) Branches and Staffs having primary cognizance will execute a Grading Sheet (sample attached as Enclosure A) in quadruplicate for each "Draft" report of intelligence information received. One copy of the Grading Sheet will be forwarded to the CIG major subdivision furnishing the report, one copy will be retained in Branch or Staff files, the third copy will be securely fastened as a permanent record to the "Draft" report of Intelligence Information and the fourth copy will be forwarded to OCD.

(c) In executing the Grading Sheets, Branches and Staffs having primary cognizance will insure that, in appropriate cases, they have considered the views of the Branches and Staffs having secondary interest, particularly the appropriate functional group, in order that the Grading Sheet may represent the considered grading and/or evaluation of ORE as a whole.

(d) Every effort will be made to offer constructive commentary in the space provided on the Grading Sheet. Whenever it is considered that an evaluative comment as distinguished from an evaluative grading (provided for in the "Evaluation of Content" boxes of both the Grading Sheet and Form 51-4) is desirable, such comment will be noted separately and will be clearly marked "Evaluative Comment" "Circulate with Report No. ____". This evaluative comment will be written on the Grading Sheet where space permits or otherwise on separate sheets to be firmly attached to each copy of the Grading Sheet. The Grading Sheet will also contain recommendation if any, as to dissemination or non dissemination of the report.

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(e) Grading Sheets may be filled out in long-hand if so desired.

(f) At the end of each calendar month each Branch and Staff charged with evaluation duties will execute a Consolidated Grading Sheet (sample attached as Enclosure B) in triplicate, retaining one file copy and forwarding the original and ^{audited} ^{two} copy to the Office of the Assistant Director, ORE, through the Plans and Policy Staff which will institute a check to insure that all reports received that month have been processed.

(g) Separate Consolidated Grading Sheets will be executed for Reports of Intelligence Information received from

- (1) Office of Operations
- (2) Office of Special Operations
- (3) All other CIG major subdivisions.

(h) Each Branch or Staff submitting a Consolidated Grading Sheet will include thereon a general overall assessment of the usefulness of the reports listed, together with any suggestion for improvement.

(i) Consolidated Grading Sheets will be so handled as to reach the Office of the Assistant Director, ORE, not later than the 5th of the month following the calendar month covered by them. The Assistant Director will then forward one copy of the Consolidated Grading Sheet, together with his own comments, to the CIG major subdivision from which the Reports of Intelligence Information were received.

(j) In order to facilitate definite accounting for

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the status of evaluation action on Office of Operations and Office of Special Operations Reports of Intelligence Information, the ORE Message Center will circulate on Friday of each week separate lists of Office of Operations and Office of Special Operations reports received in ORE during the week. These lists will show Office of Operations and Office of Special Operations identification numbers, ORE serial numbers and the Branch or Staff to which the report was routed for evaluation action. Copies of these lists will be sent by the Message Center to

- (1) Office of Operations (on OO reports only)
- (2) Office of Special Operations (on OSO reports only)
- (3) Plans and Policy Staff
- (4) Office of the Assistant Director
- (5) each Branch or Staff having an evaluative function.

5. It is desired that every Branch and Staff give this subject continuing consideration in order to make these reports as useful as possible both to the collecting agencies and ourselves, to the end of improving the coverage, accuracy and timeliness of Reports of Intelligence Information.

6. This Instruction becomes effective 1 August 1947.

2 Enclosures

Enclosure A - Sample Grading Sheet

Enclosure B - Sample Consolidated Grading Sheet

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Enclosure A

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GRADING SHEET FOR CIG INTELLIGENCE INFORMATION REPORTS

Office of Origin

Report No.,

Date of Report

Check in the appropriate boxes below an estimate of the quality of the report.

VALUE		XXXXXXXXXX Evaluation of Content
A Of considerable value	1	Confirmed by other sources
B Of value	2	Probably true
C Of slight value only	3	Possibly true
D Of no value	4	Doubtful
E Already sufficiently known	5	Probably false
F No data permitting assessment	6	Cannot be judged

COMMENTS

Date

Signed

Branch

Enclosure B

CONSOLIDATED GRADING SHEET FOR CIG INTELLIGENCE INFORMATION REPORTS

Month of

Office of Origin
of Reports Graded

ORE Branch Grading Reports

GENERAL REMARKS: